

**(CLASSIFICATION)**

## **OFFICE OF THE DIRECTOR**

Action Memorandum No. A-299

Date 15 October 1963

TO : Deputy Director/Plans

**SUBJECT : Appointments with Chiefs of Stations and Bases**

**REFERENCE:**

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1. Mr. McCone has expressed a desire to see Chiefs of Stations and Bases upon departure for or return from overseas posts, insofar as it is practicable. This also applies to the DDCI and the Executive Director. The office of the Executive Director will be the focal point for initially arranging all of these appointments.\* It is requested that calls be made to [redacted] sufficiently in advance of arrival or departure so that there will be ample time to make the appointments.

2. It should be understood that because of demands on time it may on occasion be necessary to postpone or cancel these appointments. Postponements or cancellations will be handled directly between the office concerned and the individual.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick  
Executive Director**

cc: DD/L DD/ST, DD/S

\*This is a slight deviation from instructions issued in HN 1-33 on the Organization of the Office of the Director, but it applies only to appointments concerning this subject. It is intended to simplify the procedure since one or all three may be seeing the same individual.

**SUSPENSE DATE:**

LBK:rkg  
Orig - Adse, cc: VER, EA/DCI, EA/DDCI, ExecDir,

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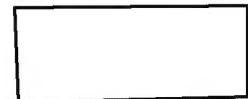
(CLASSIFICATION)

10/12  
Executive Registry  
63-7759

12 October 1963

MEMORANDUM FOR THE RECORD

On 11 October, Mr. McCone stated that he wished,  
insofar as it is practicable, to see all chiefs of station before  
they depart for a post overseas - and all chiefs of station when  
they return from a tour of duty overseas.



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Orig - General Carter  
cc - Mr. Kirkpatrick

DDP